



Helsby Parish Council

2nd July 2024

To: All Members of Helsby Parish Council

You are hereby summoned to a meeting of Helsby Parish Council on Monday 8th July 2024 at 7.00pm in the parish office at Helsby Community Sports Club for transaction of the undermentioned business.

The press and public are welcome to attend. Reports referred to in this agenda are available in advance on request from the Clerk. The Clerk shall record the meeting for the purpose of assisting in taking minutes, following which the recording will then be deleted.

Yours sincerely,

Claire Jones, Clerk and Responsible Financial Officer

AGENDA

1. Public Participation. A period of up to 10 minutes for members of the public to ask questions or submit comments.
2. To note any apologies for absence. Apologies should be submitted to the Parish Clerk in advance of the meeting.
3. Declarations of Members' Interests. To receive declarations of personal, prejudicial and pecuniary interests from members relevant to items under discussion at the meeting.
4. Policing Update. To receive an update from the local Police Community Support Officer and to raise any questions related to policing in Helsby.
5. Confirmation of Previous Minutes. To receive and confirm the minutes of the meeting of Helsby Parish Council held on 10th June 2024.
6. Clerks' report from the previous meeting not covered elsewhere in the agenda (for information only).
7. Chair's Announcements (for information only).
8. To receive communications from Cheshire West and Chester Council and to consider reports and other matters relating to the principal authority.

9. Minutes of the Finance Committee meeting held on 17th June 2024 (attached). Cllr. O’Neill will present the draft minutes. Council to note and/or consider the following recommendations:
 - 9.1 To consider the draft Investments Policy and then to explore short-term investment opportunities with various banks and building societies;
 - 9.2 To include the 2023-24 internal auditor’s recommendation in the general risk assessment at the next review date in September (under Clause 47 – Fraud by Clerk) setting out that the Clerk will copy the Chair into any e-mails sent to the payroll supplier.
 - 9.3 To consider not holding a grant show in February 2025 but to consider any ad-hoc requests throughout the year in line with the council’s Community Grant Policy. To consider allocating some of this year’s Community Projects budget to a series of environmental enhancement projects in the village.

10. Minutes of the Environment Committee meeting held on 1st July 2024 (attached). Cllr. O’Neill will present the draft minutes. Council to note and/or consider the following recommendations:
 - 10.1 To consider approval for AMR Technical to remove various tree wraps and to install new lighting gear on 2 lighting columns at a cost of £2,105 (work to be completed as part of AMR’s current contract).

11. Miscellaneous Matters
 - 11.1 To consider giving retrospective approval for the Clerk to attend an online SLCC training webinar: ‘The Council as a Landlord’ at a cost of £30 plus VAT (payment made under Standing Order 16(b) Delegation to the Responsible Financial Officer).
 - 11.2 To note that the deadline for an election for the vacancy in South Ward has passed and the council is able to co-opt for this vacancy.
 - 11.3 To seek volunteers to take forward a potential arts project with CW&C.

12. Councillor surgery update.

13. Outside Body Reports - to receive any reports from representative members (for information only).

14. Planning
 - 14.1 To consider the council’s responses to the following planning applications and any other applications that may be distributed in advance of the meeting:

24/01325/FUL	5 Greenway Close Helsby Rear and side single storey extension No comments submitted – CW&C unable to extend deadline
24/00607/FUL	54 Bates Lane Helsby Demolition of existing conservatory, erection of single storey rear extension No further comments (‘no objection’ previously submitted)

- 24/01685/106** Plot 8, Protos ERF Ince Resource Recovery Park
S106A Application associated with the Protos ERF Unilateral Undertaking (ref. 18/01543/S73), signed on 24 April 2019, to remove Clause 5 associated to the delivery of the rail facility
Objection – awaiting further comments
- 24/01322/S73** Ince Resource Recovery Park Marsh Lane Ince
Removal of condition 17 (requirement to implement the first phase rail infrastructure prior to the occupation of plots within Protos Phase 2) of 14/02277/S73
Objection – awaiting further comments
- 24/01368/S73** 209 - 211 Chester Road Helsby
Change of use from dwelling to day spa - Removal of condition 5 (restriction to day spa) of planning permission 08-0532-COU
Awaiting comments

14.2 To note the latest planning notification report.

14.3 To consider making amendments to the Procedure for Reviewing Planning Applications and to consider adopting a new Planning Scheme of Delegation.

14.4 To consider the attached report in relation to making amendments to the Helsby Neighbourhood Plan to incorporate Passivhaus standards into the design criteria for all new homes.

14.5 To receive any member reports – for information only.

15. Financial Matters

15.1 Bank Reconciliation for June 2024 – for inspection and approval (as attached).

15.2 To approve payments made and note receipts to the end of June (as attached).

15.3 To consider the transfer of all funds currently in the Natwest Business Reserve Account to a new Unity Instant Access Savings account once set up.

16. To note the outstanding actions log.

17. Dates of the next Council meetings

15th July 2024 Parks, Cemetery and Allotments Committee meeting

9th September 2024 Full Council meeting

Confidential Matters

18. Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following: To note further issues in relation to the guide hut on the parish field and to agree a way forward.